



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

CAREER EXECUTIVE ASSIGNMENT, Level 2

(Allocation Pending State Personnel Board and Department of Personnel Administration's Approval)

EXAMINATION ANNOUNCEMENT

CLINICAL ADMINISTRATOR, STOCKTON PSYCHIATRIC PROGRAM

Salary Range: \$7,815 - \$8,616

Final Filing Date: Until Filled

NOTE: Candidates who previously applied for this examination in September do not need to re-apply.

POSITION DESCRIPTION

Under the Executive Director's administrative direction, the Clinical Administrator plans, organizes, directs, and evaluates the treatment programs and clinical support functions at Stockton Psychiatric Program (SPP). The Clinical Administrator is one of the SPP's executive managers and, as such, serves as a member of the Executive Director's policy setting staff. The Clinical Administrator ensures that all clinical service programs and departments comply with established SPP's policies and procedures. The Clinical Administrator functions to provide policy making decisions, administration, implementation, and oversight of the clinical operations of a health care organization and to relieve the Executive Director in times of absence from the facility.

The Clinical Administrator directly supervises the Coordinator of Nursing Services, Program Director, and other professional or support staff, as assigned.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

KNOWLEDGE OF: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

ABILITY TO: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; gain the confidence and support of top level administrators, and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches, and county mental health organizations; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a workplace free of discrimination and harassment.

These knowledge and abilities are expected to be obtained from the following kinds of experience: broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer, in state service, other government settings or in a private organization).

DESIRABLE QUALIFICATIONS

1. Knowledge of the principles, procedures, and techniques used in planning, evaluating and administering a multidisciplinary client treatment organization.
2. Knowledge of California laws and rules pertaining to the administration of a psychiatric facility.
3. Knowledge of Joint Commission on Accreditation of Healthcare Organizations policies and standards.
4. Knowledge of the mental health recovery model based on the concept of recovery from severe mental disorders and its application in an inpatient psychiatric facility.
5. Ability to understand and apply the concepts of Continuous Quality Improvement within the organization.
6. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision-making.
7. Demonstrated ability to establish program monitoring and evaluation processes.
8. Demonstrated management experience in a facility.

FILING INSTRUCTIONS

1. Submit a Standard State Application (Form 678) and a separate "Statement of Qualifications".
2. The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of your education, training, and experience as they relate to the minimum qualifications and desirable qualifications for the position.
3. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and **NO MORE THAN THREE PAGES IN LENGTH with the font size of at least 10. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.**
4. Resumes do not take the place of the Statement of Qualifications.
5. If qualifying under Pattern IV, submit a copy of the Armed Forces of the United State Reports of Transfer or discharged (DD214), or other official discharged documents.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

All application materials (Standard State Application, Resume, Statement of Qualifications and References) **must be received by the Department of Mental Health Office by 5:00 PM on the final filing date. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted.**

All interested applicants may submit the State Application and Statement of Qualifications to:

**Department of Mental Health
Personnel Section - Attention: Shuet Tang
1600 9th Street, Room 121
Sacramento, CA 95814**

EXAMINATION INFORMATION

The examination consists of a review of each candidate's qualifications for this position and may include an oral interview. Based on the minimum and desirable qualifications announced in this bulletin and evaluation criteria developed for this position, each candidate's application and Statement of Qualifications will be reviewed by a designated departmental screening committee. It is critical that applications/statements include specific information on experience and education applicable to these qualifications. Based upon the screening committee's evaluations, individuals may or may not be invited to interview. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Department of Mental Health, Stockton Psychiatric Program. The list will only be used to fill the Clinical Administrator position at the Stockton Psychiatric Program. Direct questions concerning the exam process to Shuet Tang at (916) 654-2604. California Relay for the hearing impaired: from a TDD phone (800) 735-2929, from a Voice Phone (800) 735-2922.